

Washington State Department of Agriculture Organic Food Program (360) 902-1805 organic@agr.wa.gov

Organic Handling System Plan Brokerage-Marketing Company

BUSINESS NAME:						
WSDA ORGANIC CERTIFICATION NUMBER (RENEWAL APPLICANTS ONLY):	COUNTY WHERE BUSINESS IS LOCATED:	STATE WHERE BUSINESS IS LOCATED:		ATED:		
Please provide directions to your facility or company location:						
The National Organic Program (NOP) requires all operations see certified operation and an accredited certifying agent. A certific verify continued compliance. The organic system plan must include the following: A description of practices and procedures - including the frequency and detailed information regarding each substance to be a description of the monitoring practices and frequency the parameters of the practices in place to prevent commingling a description of the practices in place to prevent contamination. Any additional information required by the certifying agent in	uency with which they will be performed used in organic handling, practices will be performed, the rule, gof organic and non-organic products on of organic products with prohibited	ed,	_	=		
1. Do you have a copy of the National Organic Standards?			Yes	□No		
2. Are you a New Applicant?	you a New Applicant?					
2a. If, "No," what was the first year you were certified by WSD	A Organic Food Program?					
3. Have you previously applied for organic certification?			Yes	□No		
3a. If, "Yes," please list the certification agency, the year the application was made, and the outcome of the application.						
4. If currently, or previously certified, did you receive a Notice of that in order to maintain organic certification conditions must be		u Yes	□No	□ N/A		
4a. If, "Yes," please list the noncompliance(s) or condition(s) and state how the issues have been resolved.						

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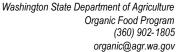


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5. Have you ever been denied certification or had your certification suspended or revoked?					☐ No	□ N/A		
5a. If "Yes," please describe the circumstances:								
6. Are you currently certified by an agency C	Other than WSDA Organic Fo	od Prog	ıram?				Yes	□No
6a. If, "Yes," please list the name of the a	agency and the first year cert	fied by t	that agency	<i>r</i> :				•
SECTION B. COMPANY OVERVIEW CHAIN OF C	USTODY							
Does your company own the organic prod	lucts that are handled by you	r	Yes	No	□ 0\	wn some/C	Custom han	dle some
company? 1a. If "Yes," at what point do you take owr	nership of the products?							
Please indicate your estimated annual handling of food products? % Organic % Non-organic/conventice					nventional			
3. Does your company handle, or plan to ha	ndle, the same product in bo	th an or	ganic and c	convention	al form	?	Yes	□No
3a. If "Yes," please provide a list of the products that are handled in an organic and conventional form.								
Ple	ease attach a separate she	et of pa	per if nece	ssary.				
4. Does your company have its own marketi	ng label or brand name for o	rganic p	roducts?				Yes	☐ No
4a. If "Yes," please provide the name or names of the marketing label or brand name:								
SUB-CONTRACTS 5. Does your company plan to contract with label organic products?	any farms or other handling	facilities	to produce	e, process	s, store	, or	Yes	□No

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5a. If "Yes," please complete the table below. Please attach a separate sheet of paper if necessary.					
Contract Farm or Company Name	Address	Phone No.	Organic Certification Agency of Farm or Contracted Company		
6. Please indicate how organic products handled by your company are marketed. Please check all that apply.					
☐ Bulk Sales to Food Processors		Export to European Coun	tries		
Retail or Bulk Sales to Food Distributors or Retail Stores		☐ Export to Japan			
☐ Direct Sales to Consumers		Other (please specify):			
7. Is your company responsible for creating product formulations or for sourcing ingredients for organic products processed or handled by another company?					
7a. If "Yes," move onto Section C - Product Composition and Ingredient Verification.					
7b. If "No," please skip Section C and move onto Section D – Harvest and Transportation of Organic Crops.					

SECTION C. PRODUCT COMPOSITION AND INGREDIENT VERIFICATION [NOP Sub-part D]

The NOP Rule has specific requirements regarding organic product composition.

- Products labeled "100% organic" must contain 100% organic ingredients, including processing aids.
- Products labeled "organic" must contain at least 95% organic ingredients; non-organic ingredients must not be commercially available in an organic form; and all synthetic ingredients and processing aids must be on the National List.
- Products labeled "made with organic (specified ingredients or food groups)" must contain at least 70% organic ingredients.
- For "100% organic," "organic," and "made with...." products, both organic and non-organic ingredients must not be produced using excluded methods, sewage sludge, or ionizing radiation.
- Products labeled "100% organic," "organic," and all ingredients identified as "organic" in the ingredient statement of a product must not include organic and non-organic forms of the same ingredient, must not contain sulfites, nitrates, or nitrites added during the production or handling process, and must not contain a volatile synthetic solvent or other synthetic processing aid not allowed under section 205.605 of the National List.

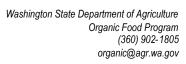
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sewage sludge, or ionizing radiation? Please check all that apply.	been produced using genetically modified organisms (GiviOs),				
Only using certified organic ingredients, products, or processing aids					
GMO testing	organic Ingredient Affidavit AGR 2252)				
Letters from manufacturers	U Other (please specify):				
1a. Please describe how often your company obtains updated non-GMO, r	non-sewage sludge, and non-ionizing radiation documentation:				
2. How does your company documents that an organic ingredient is unavaused? Please note this requirement is not applicable to "made with organic ingredient is unavaused".					
☐ Not Applicable, not processing products with non-organic ingredients or processing aids	☐ WSDA Commercial Availability Form (Please see the attached form – Commercial Availability Form AGR 2251)				
☐ Purchasing/Sourcing Log	Other (please specify):				
Letters from manufacturers					
2a. Please describe how often your company obtains updated commercial	unavailability documentation:				
3. How do you verify organic ingredients or organic products handled by your company are free of volatile synthetic solvents or other synthetic processing aids? (for products labeled as "100% organic" or "organic")					
□ Not Applicable, not processing products labeled as "100% □ Obtain Organic Certificate from Accredited Agency organic" or "organic"					
Letters from manufacturers Other (please specify)					
3a. Please describe how often your company obtains updated volatile synthetic solvents and processing aid documentation:					
4. Are sulfites, nitrates, or nitrites added during the handling or processing	or organic products at your facility?				
5. If salt is used in your products, do you have verification that the salt is free from prohibited flowing agents					
SECTION D. HARVEST AND TRANSPORTATION OF ORGANIC CROPS [NOP 205.	103, 205.270, 205.272]				
1. Does your company arrange for, or Is your company responsible for, the	e harvest of organic crops?				
1a. If "No," move onto question #2.					
1b. If "Yes," how you ensure there are no non-organic crop residues in	harvest equipment?				
Equipment used for organic crops only Equipment is cleaned prior to organic crop harvest or use					

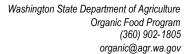
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1c. Is harvest equipment cleaning documented?						
1d. If "Yes," please indicate what type of cleaning documentation is maintained:						
☐ Clean truck/equipment affidavits ☐ Clean out records ☐ Other (please specify)						
2. Does your company arrange for, or is your company responsible for, the transportation of organic crops?						
2a. If "No," move onto question #3.						
2b. If "Yes," how you ensure there are no non-organic crop residu	es in transport equipment?					
Equipment used for organic crops only Equipment is						
2c. Is transport equipment cleaning documented?						
2d. If "Yes," please indicate what type of cleaning documentation is maintained: Clean truck/equipment affidavits Clean out records Other (please specify)						
Does your company provide harvest containers to farms for organic products?						
3a. If "No," move onto Section E – Shipping – Finished Organ	ic Products.					
3b. If "Yes," are the containers, New Used for organic crops only Cleaned prior to use Lined prior to use 3c. How are harvest containers identified as "organic"?						
SECTION E. SHIPPING - FINISHED ORGANIC PRODUCTS [NOP 205.103, 2	205.270, 205.272]					
1. Does your company arrange for finished organic product transport		Yes	☐ No			
1a. If "No," skip this section and move onto Section F – Quali	ty Assurance					
1b. If "Yes,", have transport companies been notified of organic handling requirements?			☐ No			
2. How does your company ensure outgoing transport units are cleaned prior to loading loose, bulk organic products?						
☐ Not Applicable, only packaged products are shipped	Clean out records					
Clean truck/equipment affidavits	Other (please specify):					
3. Are organic products shipped in the same transport units as non-organic products?						
3a. If "Yes," please indicate what steps are taken to segregate organic products.						
Use of separate pallets	Separate area in transport unit					
☐ Organic product shrink wrapped ☐ Organic product sealed in impermeable containers						

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SECTION F. QUALITY ASSURANCE [NOP 205.103, 205.270, 205.272]

The National Organic Program requires a certified operation to maintain records regarding the handling of organic products. These records must be adapted to the particular business or operation, must fully disclose all activities and transactions of the certified operation in sufficient detail to be readily understood and audited, must be maintained for five years, and must be sufficient to demonstrate compliance with the National Organic Program Rule.

In order to gain a better understanding of your company and the quality assurance systems, or recordkeeping systems, in place at your facility, please complete the following section.						
1. Do you have standard operating procedures for organic processing and/or handling? If "Yes," please attach a copy.	Yes	□No				
2. Do you have a Quality Assurance program in place?						
2a. If "Yes," please indicate what type of program. ISO HACCP Total Quality Management Other (please specify):						
3. Are any outside quality assessment services used (i.e. EuropGap, AIB)?	Yes	□No				
3a. If "Yes," please list the name of the company:						
4. Does your company conduct product testing?						
4a. If "Yes," please list the types of quality or residue testing conducted:						
5. Are ingredient samples retained?	Yes	□No				
6. Are finished product samples retained?						
7. Do you have a recall system in place?						
8. Does your company conduct internal audits?						
9. Can your record keeping system track the finished product back to all ingredients?						
10. Can your record keeping system balance organic ingredients in and organic products out?						
11. The NOP requires records related to an organic product be maintained for five years. Please describe your system for maintaining records related to organic products:						

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